

**SEMHAC**  
**Long Range Strategic Planning Committee**  
**March 26, 2003**  
**12:00 PM – 2:00 PM**

**Minutes**

**Present**

Sybil Lyons-Davis, Co-Chair  
Keith Meeks, Co-Chair  
Tracy Dominiak, MAPP  
Celeste Rabaut, Consultant  
Tracy Winston  
Waymond Burk  
Joy Schumacher  
Kamau Akinyele, SEMHAC Staff

**Call To Order**

Sybil called the meeting to order at 12:14.

**Moment of Silence**

A moment silence was observed for those infected and affected by HIV.

**Introductions**

Members and guests were welcomed and each introduced himself/herself.

**Approval of Minutes for Last Meeting and Today's Agenda**

The last meeting was a work group which reviewed implementation of the Monitoring plan. No minutes were taken at that meeting. Agenda could not be approved because there was not a forum present.

**Overview of Long Range Plan**

The committee has a draft of a long range plan which will be implemented to guide the council over the next three years. The plan contains the following goals, which have been assigned to specific SEMHAC committees (homes):

**Public Education**-Media and Marketing

**Access**-Needs Assessment

**Coordination**

**Transmission**

**Quality of Services**-Evaluation

**Information Management**

**Capacity Building**-Needs Assessment

**Evaluation and Quality Management**-Evaluation

To ensure that each committee understands and is committed to completing its' goal, the "champion process" is being used. In that process, a member of the LRP committee takes ownership of a specific goal, and becomes a member of the "home" committee to champion the accomplishment of the goal. Sybil stated that one of the challenges of implementing the Plan has been a slow start with year one. Years two and three are still being developed. Celeste added that each of SEMHAC'S committees has been asked to look at the objectives for year one, to approve or modify the objectives, to finalize it, and then to begin developing years two and three. In addition to creating new goals and objectives strategies for reaching those goals have been developed. Goals were assigned to the "home" that seemed best suited to handle it. Goals and objectives will be monitored to make certain that they are realistic. Accountability to others and the community will be required as a method of measuring whether or not the long range plan is on target.

### **Reports from "Champions" regarding meetings with home committees**

**Public Education**-Keith Meeks reported that there is a bit of a problem here because there is no committee chair for Media/Marketing at the present time, and no active co-chair. Rather than move forward with the plan, this committee will continue with its Faith Based Initiatives project until further notice. Celeste questioned whether the objectives had been presented to the committee, and Keith answered that they had been.

**Access, and Capacity Building** are also assigned to Keith, and Needs Assessment is the "home" for both goals. Keith has spoken to the Chair of NA about the addition of data about formerly incarcerated MSMs in this year's Needs Assessment Survey as a way of reaching hard to service populations. Keith continued with detailed information about why reaching this population is important. Celeste requested that they steer themselves back to the objectives and asked whether or not the Needs Assessment Committee understood their goal. Sybil replied that she and Keith had made a presentation at the last NA committee meeting, but were limited by time constraints to 15 minutes. Sybil also met with the Chair and covered the objectives one by one. She requested that the chair make certain that the provider survey include questions which will allow us to assist those agencies that need help in providing services that are not readily available, but needed. She assured Sybil that this would be done. The conversation veered away from the business at hand and the committee was guided back by Celeste.

**Coordination** is being championed by Tracy W. and is assigned to Resource Development. Tracy has not met with Joy S. the chair of the committee yet, but Sybil has spoken to Joy about the goals and objectives, so she is familiar with them. Joy was asked to introduce the topic for discussion at the committee's next meeting. She agreed to add it to the agenda.

**Transmission** has not been assigned because it is awaiting approval by the Executive Committee. Tracy Dominiak volunteered to Champion this goal.

**Quality of Service** is being handled by Sybil, who met with Jonnie Hamilton, the Chair for the Evaluation Committee. At the present time she is the only member of the committee. Jonnie stated that she did not feel that the goals were measurable and were unrealistic and needed to be modified. Strategies and objectives were moved around, and a few things were added for the third year.

**Information Management** will be handled by Joy Schumacher. She has nothing to report yet.

**Evaluation and Quality Management** has been assigned to Jonnie Hamilton and the Evaluation Committee, and Sybil and Jonnie have discussed it.

Keith and Sybil stated that, overall, each chair has been very accepting of the Long Range Strategy and offered support. Celeste asked if everyone felt that they had the tools they need to continue with their goals, and everyone answered that they did. Keith asked whether or not Celeste felt that he and Sybil had done a good job in presenting the plan, and she replied that the process seems to be moving forward, although at a different rate for each group.

The remainder of the discussion did not seem to be relevant to the business at hand, as did a good deal of the discussion during this meeting. At one point a committee member turned the tape off to speak off the record.